

R430-100-13. PARENT NOTIFICATION AND CHILD SECURITY.

- (1) The provider shall post a copy of the Department's child care guide in the center for parents' review during business hours.

Rationale / Explanation

The purpose of this rule is to inform parents of the existence of child care licensing regulations, and how they can contact the Department if they have a complaint regarding a licensing violation in a regulated child care facility. CFOC, pgs. 376-377 Standard 8.077

Enforcement

Always Level 3 Noncompliance.

- (2) Parents shall have access to the center and their child's classroom at all times their child is in care.

Rationale / Explanation

Allowing parents unrestricted access to the center and their child's classroom at all times is one of the most important methods of preventing abuse and inappropriate discipline. When access is restricted, areas observable by parents may not reflect the care children actually receive on a day-to-day basis. CFOC, pgs. 67-68 Standard 2.046; pgs. 376-377 Standard 8.077

Enforcement

Always Level 2 Noncompliance.

- (3) The provider shall ensure the following procedures are followed when children arrive at the center or leave the center:
- (a) Each child must be signed in and out of the center by the person dropping the child off and picking the child up, including the date and time the child arrives or leaves.
 - (b) Persons signing children into the center shall use identifiers, such as a signature, initials, or electronic code.
 - (c) Persons signing children out of the center shall use identifiers, such as a signature, initials, or electronic code, and shall have photo identification if they are unknown to the provider.
 - (d) Only parents or persons with written authorization from the parent may take any child from the center. In an emergency, the provider may accept verbal authorization if the provider can confirm the identity of the person giving the verbal authorization and the identity of the person picking up the child.

Rationale / Explanation

Proper departure procedures and identification are necessary to prevent unauthorized individuals from taking a child from the center. CFOC, pg. 349 Standards 8.028, 8.029

Keeping accurate records of arrivals and departures is critical to establishing what children are in care at the center at any given time, and how many caregivers are needed. CFOC, pg. 350 Standard 8.030

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Enforcement

Centers who use an electronic computer system which requires parents to use an identification code to sign children in and out meet the intent of this rule.

Level 1 Noncompliance:

- *If the provider does not have a sign-in or sign-out procedure.*
- *If a center's failure to follow their sign in our out procedure results in:*
 - *a lost child*
 - *a child being left on an off-site activity*
 - *a child being left unattended in a vehicle*
 - *a child being left at the center after it closes*
 - *harm to a child*
- *If an unauthorized person is allowed to take a child from the center.*
- *If there was an emergency evacuation, and the center was unable to accurately account for all of the children actually present due to a lack of accurate sign-in or sign-out records.*

Level 2 Noncompliance otherwise.

- (4) The provider shall give parents a written report of every incident, accident, or injury involving their child on the day of occurrence. The caregivers involved, the center director, and the person picking the child up shall sign the report on the day of occurrence.**

Rationale / Explanation

The purpose of this rule is to ensure that parents are informed of every incident involving their child. This is important to protect both the provider and the child. Without an injury report, parents may not know to watch their child for possible harm that may turn out to be more serious than was immediately apparent. For example, a child may seem okay after a fall, but may actually have a concussion. Incident reports can also allow providers to recognize injury patterns and possible abuse to a child. CFOC, pgs. 369-370 Standard 8.062

Enforcement

Examples of incidents that parents should receive a written report for include: any injury involving their child, forgetting to pick a child up after school, children getting into a fight that results in injury, a serious discipline problem involving their child, or a child escaping from the center without adult supervision.

If the person picking up a child refuses to sign or take the incident report, the center will not be found out of compliance with this rule, provided they can demonstrate that they have an effective process in place to get same-day signatures on reports, and have made a good faith effort to follow that process.

Always Level 3 Noncompliance.

- (5) If a child is injured and the injury appears serious but not life threatening, the provider shall contact the parent immediately, in addition to giving the parent a written report of the injury.**

Rationale / Explanation

The purpose of this rule is to ensure that parents are informed of and can make decisions regarding the care of

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their child after a serious injury.

Enforcement

Level 1 Noncompliance: If the parent is not notified at all.

Level 3 Noncompliance otherwise.

If the parent is notified verbally, but not given a written report, use (4) above, not this rule.

- (6) In the case of a life threatening injury to a child, or an injury that poses a threat of the loss of vision, hearing, or a limb, the provider shall contact emergency personnel immediately, before contacting the parent. If the parent cannot be reached after emergency personnel have been contacted, the provider shall attempt to contact the child's emergency contact person.**

Rationale / Explanation

A delay in contacting emergency personnel in the case of a life threatening injury could result in permanent disability or death. This is why emergency personnel must be contacted before anyone else when a child has a potentially life threatening injury. CFOC, pg. 424 Appendix N

Enforcement

Always Level 1 Noncompliance.